

A stylized illustration of a spiral-bound notebook. The notebook is light blue with a black spiral binding at the top. The cover is slightly wrinkled and has a black outline. The text is centered on the cover.

ARIZONA DEPARTMENT OF
EDUCATION

2007
EARLY CHILDHOOD
BLOCK GRANT

APPLICATION INSTRUCTIONS

EARLY CHILDHOOD BLOCK GRANT APPLICATION INSTRUCTIONS FY 2007

OVERVIEW

The state block grant for early childhood education programs is established in the State Board of Education. Its purpose is to promote improved pupil achievement by providing flexible supplemental funding for early childhood programs including preschool programs for economically disadvantaged children and programs that serve all public school pupils statewide who are in kindergarten and grades one, two, and three. §ARS 15-1251 (A).

LEGAL REQUIREMENTS

The legislative citation for the Early Childhood Block Grant is §ARS 15-1251. A school district or charter school that devotes part or its entire program funding to **preschool** programs shall comply with all of the following requirements:

- ✓ Restrict the preschool program to preschool children eligible for free or reduced price lunches under the National School Lunch and Child Nutrition Acts (C)(1).
- ✓ Allow participating pupils to receive preschool services only from a public, federally funded or private childcare provider, each of which shall be **licensed** by the Department of Health Services. Each preschool site shall be **accredited** by a State Board of Education approved organization that provides accreditation for preschool programs (C)(2).

ACCREDITATION

Laws 1999, Chapter 4, Section 14, amended by Arizona House Bill 2398 (approved 3/6/00):

- A. *Notwithstanding section 15-1251, subsection C, paragraph 2, Arizona Revised Statutes, all sites receiving funding under the early childhood block grant program during fiscal year 1999-2000 shall be accredited by July 1, 1999, except that they may operate on a provisional basis if they provide evidence that shows that they are in the process of becoming accredited. These sites shall attain accreditation no later than July 1, 2000 to be eligible for program funding.*
- B. *Notwithstanding the July 1, 2000 accreditation deadline in subsection A, the agency administering the block grant may extend the accreditation deadline for any site that demonstrates that it is reasonably working toward becoming accredited.*
- C. *Sites that did not participate in the program in the prior funding year are eligible to participate in the program if they have applied for and are working toward accreditation or are accredited. Sites that are not accredited shall become accredited with eighteen months after originally receiving monies.*

Please contact an EC Specialist with questions regarding preschool accreditation at (602) 364-1530 or 1(800) 352-4558.

LEGAL REQUIREMENTS (cont.)

- ✓ Provide all federally funded or private child care providers located within the school district or within ten (10) miles of the charter school with information necessary for them to participate in the program, including names and addresses of children selected for participation and of their parents or guardians (C)(3). School districts and charter schools should refer to the Family Education Rights and Privacy Act – FERPA for guidance on parent or guardian disclosure issues.
- ✓ Provide all parents and guardians of children selected for the program with a list of licensed federally funded or private child care providers located within the school district or within ten (10) miles of the charter school and explain to parents or guardians that they may choose to have their child receive services under the program from any provider on the list if that provider agrees to participate (C)(4).
- ✓ Allow at least fifty (50%) percent of pupils selected for the program to receive preschool services from a federally funded or private child care provider of their parent's or guardian's own choosing if they so choose (C)(5).
- ✓ Allow any eligible child care provider located within the school district or within ten (10) miles of the charter school to participate in the program if it is willing to provide services at a unit cost similar to that paid to other providers in the area under the program (C)(6).
- ✓ Limit the use of contracts with federally funded and private child care providers to financial agreements pertaining to numbers of children to be served, hours of service to be provided per child, payment rates and other financial aspects of the program (C)(7).
- ✓ Limit to five per cent (5%) the amount of block grant monies that may be used locally for program administration (C)(8).
- ✓ Pay participating federally funded and private child care providers in a timely manner (C)(9).

Grant awards will not be made to LEAs who are out of compliance with state or federal requirements.

Please visit the Early Childhood Program web site for program information at:
<http://www.ade.az.gov/earlychildhood/>

FORMS

Applications are available for electronic submittal on the ADE Grants Management Enterprise Site (<http://www.ade.az.gov/GME/>). The entire application must be submitted electronically. If you have any questions please call Pat Immele at (602) 542-8812.

INSTRUCTIONS

Pages required for the Early Childhood Block Grant Application include:



Financial Data

1. **Contact Information** – Includes the program contact person's current information.
2. **Line Items** – Itemizes the total dollars allocated to each budget area.
3. **Line Items Description** – Provides specific details regarding how funds in each area will be utilized.
4. **Capital Outlay** – Itemizes and describes items, other than books and software that have a life expectancy of more than one year.
5. **Payment Schedule** – Specifies the months in which ECBG monies will be disbursed.

Supplemental Data

6. **Funding Distribution Page** – Specifies the amounts of ECBG funds that will be utilized in each program area, according to budget guidelines.
7. **Site Sheet Page(s)** – Describes the setting in which services will be provided and the population to be served. One site sheet must be completed for each site that will utilize ECBG funds.
8. **Program Description Pages** – Sets of program description pages must be completed for each type of program supported with ECBG funds (preschool, full day kindergarten, or K-3). These pages provide details to ADE regarding the operation, documentation, and data collection occurring within the district or charter. They also provide insight regarding district or charter compliance with statutes.
9. **Contact Page** – All information on this page must be completed. Information from this page of the grant application goes directly into the ECBG data base and is used regularly to contact programs. It is the district or charter's responsibility to ensure that contact information is kept current.

HOW TO ENTER THE GRANTS MANAGEMENT HOME PAGE:

- ❑ Log on to the Internet through your Internet service provider.
- ❑ Go to the Arizona Department of Education's web site at www.ade.az.gov
- ❑ Click on 
- ❑ Enter your Username and Password.
- ❑ Click on 

→

Username:

→

Password:

Continue >>

←

- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Forgotten your password or would like more information:
Contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov.
- Check the [MIS Bulletin Board](#) for the latest news and information.

- ❑ Click on the Grants Management option.

→

You have authorization to use:

• Comprehensive Health Reports

• Grants Management

• LEA Profile

• No Child Left Behind Plans and Reports

• Title II Higher Education Act

Change Password

Logout

- ❑ Click on [Application Downloads](#)

Please download and refer to these documents when preparing the applications. These are provided to help eliminated ADE's need to reject the application for corrections.



Welcome to the Grants Management Home Page!

Our mission is to implement procedures that ensure the proper allocation, distribution, and expenditure of all federal and state funds administered by the department. The following links to our web pages contain information pertaining to educational grants funded from state or federal programs.

[Click here to read about Newsworthy Trends in Grants Management](#)

Grant/Project Information

| | | |
|---|---|---|
|  | Project Summary | View summary data for all current & past projects. |
| | Fund Alerts | Access information on ADE Administered and Non-ADE Administered funds currently available to LEAs. |
| | Application Downloads | Download application and supplemental information files. |
| | On-line Applications | Enter and Submit Grant Applications to the ADE. |
| | Amendments | Make an Amendment to an Existing State or Federal Project. |
| | Cash Management Report | Submit monthly Cash Management reports for Federal projects and obtain previous report receipts for your audit trail. |
| | Completion Reports | Enter and Submit project Completion Reports on-line. |
| | Completion Report Downloads | Download Completion Report supplemental narrative |

- ❑ Go to Early Childhood Block Grant
- ❑ Click on Download Files

Edit with Microsoft Word for Windows
GRANTS MANAGEMENT ENTERPRISE
[ADE Home Page](#) | [Grants Home Page](#) | [Glossary](#) | [Contacts](#) | [FAQ's](#)

Application Download Menu

Instructions

- To access the download files, click on the 'Download files' link in the right column.

| Fiscal Year | Name | Due Date | |
|-------------|--|----------|--------------------------------|
| | IDEA Basic - Entitlement | | Download Files |
| | Preschool Entitlement | | Download Files |
| | No Child Left Behind (NCLB) | | Download Files |
| | Title I-D Neglected or Delinquent - LEA | | Download Files |
| | Title I-D State Agency Neg or Delinquent | | Download Files |
| | Title I- C Migrant Education | | Download Files |
| | Johnson O'Malley Indian Education Program | | Download Files |
| | Rural and Low-Income Schools Program | | Download Files |
| | IDEA-Best Practices in Early Childhood Transition YEAR 2 | | Download Files |
| | IDEA-Collaborative Model for Identifying Students YEAR 2 | | Download Files |
| | IDEA-Counseling Grant YEAR 2 | | Download Files |
| | IDEA-Alternative Programs for Students w/Emot Dis YEAR 2 | | Download Files |
| | IDEA-Improved Parent & School Decision Making YEAR 2 | | Download Files |
| | IDEA-Paraprofessional Training YEAR 2 | | Download Files |
| | IDEA-Creating Disciplined School Environments YEAR 2 | | Download Files |
| | IDEA-Promising Trans School to Adult Life YEAR 2 | | Download Files |
| | IDEA-Improved Student Reading Achievement YEAR 2 | | Download Files |
| | Professional Development Plan | | Download Files |
| | Enhancing Education Through Technology - Discretionary | | Download Files |
| | Professional Development Plan YEAR 2 | | Download Files |
| → | Early Childhood Block Grant - Test | ← | Download Files |

[Go Back](#)

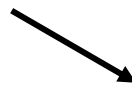
- ☐ Click on the file to be downloaded.
- ☐ Print the file
- ☐ Repeat until all downloads are printed





FUNDING ALERT DOWNLOAD FILES

Instructions

- The following documents may be downloaded to your computer by right clicking on the desired link and choosing the 'Save As' option. Please note the directory in which you save the documents.

Early Childhood Block Grant - Test



| File | File Type | File Size (Bytes) |
|---|---|-------------------|
| ECBG Application Instructions (pdf) |  Microsoft Word 97 | 0 |
| ECBG Specific Chart of Account (pdf) |  Microsoft Word 97 | 0 |
| Income Guidelines (pdf) |  Microsoft Word 97 | 0 |
| Hints to Prevent Error Messages (pdf) |  Microsoft Word 97 | 0 |

[Go Back](#)

❑ Click on On-Line Applications



Welcome to the Grants Management Home Page!

Our mission is to implement procedures that ensure the proper allocation, distribution, and expenditure of all federal and state funds administered by the department. The following links to our web pages contain information pertaining to educational grants funded from state or federal programs.

[Click here to read about Newsworthy Trends in Grants Management](#)

Grant/Project Information

| | | |
|---|--|---|
|  |  <u>Project Summary</u> | View summary data for all current & past projects. |
| |  <u>Fund Alerts</u> | Access information on ADE Administered and Non-ADE Administered funds currently available to LEAs. |
| |  <u>Application Downloads</u> | Download application and supplemental information files. |
| |  <u>On-line Applications</u> | Enter and Submit Grant Applications to the ADE. |
| |  <u>Amendments</u> | Make an Amendment to an Existing State or Federal Project. |
| |  <u>Cash Management Report</u> | Submit monthly Cash Management reports for Federal projects and obtain previous report receipts for your audit trail. |
| |  <u>Completion Reports</u> | Enter and Submit project Completion Reports on-line. |
| |  <u>Completion Report Downloads</u> | Download Completion Report supplemental narrative |

❑ Click on **Create New Application**

Instructions

- To create new application click Create New button.
- Select the application by clicking the application name.

00-00-00-000 : Arizona Department of Education

| Fiscal Year | Application Name | Status | Last Update User | Last Update Date |
|-------------|---|------------------------------------|------------------|------------------|
| | CSRD - Cycle I YEAR 2 Renewal | Application being edited by LEA | trainer2 | |
| | Instructional Materials and Supplies for ELL Programs | Application being edited by LEA | trainer2 | |
| | Vocational Education Basic Grant | Application being edited by ADE | rellis | |
| | School Safety Program Renewal Application | Application being edited by LEA | trainer2 | |
| | No Child Left Behind (NCLB) Academic Support | Application being evaluated by ADE | krice | |
| | 21st Century Community Learning Centers | Application being edited by ADE | bwalsh2 | |
| | No Child Left Behind (NCLB) State Chem/Title IV | Application being edited by ADE | driggs | |
| | Career & Technical Education Basic Grant | Application being edited by LEA | trainer2 | |
| | Title I, Part D State Agency Neg & Del | Application being edited by ADE | cjackson2 | |
| | Early Childhood Block Grant | Application being edited by ADE | mdallman | |
| | Rural Low-Income Schools Program | Application being edited by ADE | nkonitzer | |
| | No Child Left Behind (NCLB) State Chem/Title IV | Application being edited by ADE | krice | |
| | Stewart B. McKinney Homeless Renewal Grant | Application being edited by LEA | trainer2 | |
| | NCLB Title III Consortium | Application being edited by LEA | trainer2 | |
| | Cycle II - Compensatory Instruction for English Language Learners | Application being edited by LEA | trainer2 | |
| | IDEA Basic - Entitlement | Application Rejected by ADE | cjackson2 | |
| | Professional Development Plan YEAR 2 | Application being edited by LEA | trainer2 | |

[Go Back](#)[Create New Application](#)

- Click on Early Childhood Block Grant

- Click

[Continue](#)

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NEW APPLICATION SELECTION

Instructions

- To create new application, select the entity and the application and then click 'Continue'.
- To go back to the previous screen click 'Go Back'.

| Entity / District |
|--|
| Arizona Department of Education : 00-00-00-000 |

| Application Name |
|--|
| <input type="radio"/> Early Childhood Block Grant |
| <input type="radio"/> Good Monitoring Alternative ED Program |
| <input type="radio"/> Good Monitoring Child Find/Transition to AzEIP |
| <input type="radio"/> Good Monitoring Collaborative Model |
| <input type="radio"/> Good Monitoring Counseling |
| <input type="radio"/> Good Monitoring Paraprofessional Train |
| <input type="radio"/> Good Monitoring Parent/School Decision |
| <input type="radio"/> Good Monitoring Transition to Adult |
| <input type="radio"/> School Safety Program Renewal Application |

[Go Back](#)[Continue](#)

❑ Click on Create New

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APPLICATION OPTION PAGE

Instructions

Please verify the Application information below is correct. If the information is NOT correct, click 'Go Back' and select the correct Application.

If the application information IS correct, click the desired option to continue.

| | | | |
|------------------|---------------------------------|-----------|-------|
| District | Arizona Department of Education | | |
| CTDS | 000000000 | Entity ID | 79275 |
| Application Name | Early Childhood Block Grant | | |

Create New

If this option is available, an application has not been started for this grant.
Click here to begin a new application for this grant.

Go Back

❑ Read the Program Assurances

❑ Click to continue.

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PROGRAM ASSURANCES

Instructions

Please read the following Program Assurances and then click 'I Agree' to continue.

To return click 'Go Back'

| | | | |
|------------------|---------------------------------|-----------|-------|
| District | Arizona Department of Education | | |
| CTDS | 000000000 | Entity ID | 79275 |
| Application Name | Early Childhood Block Grant | | |

PROGRAM ASSURANCES

The applicant agency identified above assures the Arizona Department of Education that it will implement appropriate activities in keeping with the intents and purposes of this grant/project and, 34 CFR 76 (EDGAR) or 07 CFR, where appropriate; that it will use the current version of the Uniform System of Financial Records for fiscal control and fund accounting procedures, and that it will maintain appropriate documentation for audit and monitoring purposes.

The applicant agency further assures:

Additional Assurance

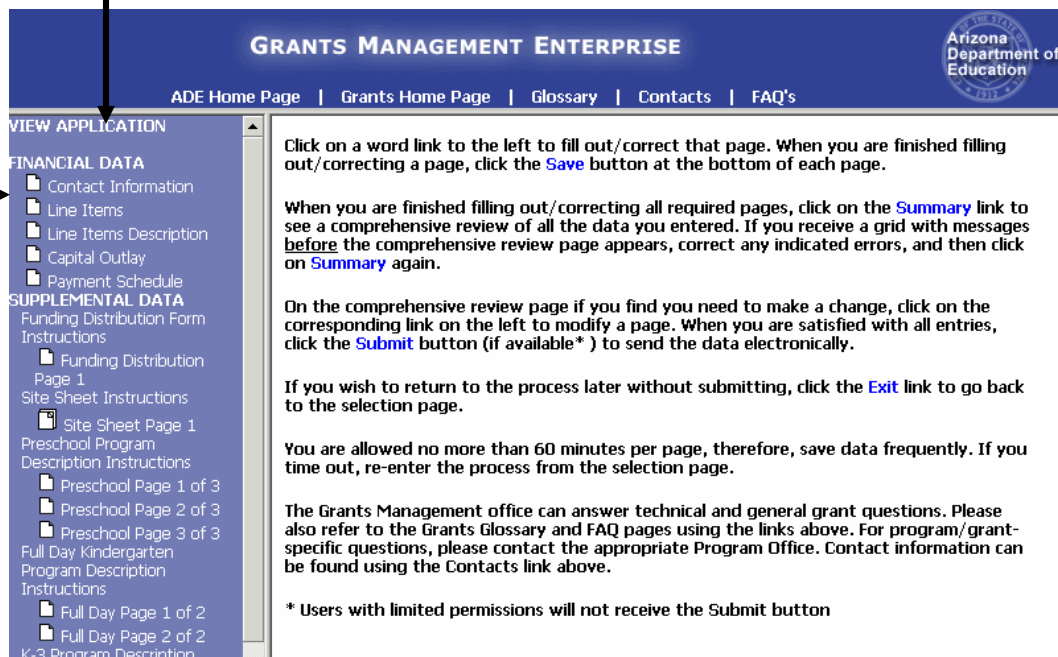
The Arizona Department of Education approves the program budget based on acceptance of the applicants application, availability of Early Childhood State Block Grant funds and assurance of compliance with applicable program provisions as contained in ARS 15-1251. In the event of a State reduction of program funds this application must be revised.

Go Back

I Agree

At this point, you will begin completing the Early Childhood Block Grant Application. Each page that may need to be completed by your district or charter is listed on the left side of the Grants Management Enterprise page and allows for scrolling between the pages. Clicking on the **small icon** on the left gives you access to that page.

To get a copy of the application to use as a draft before entering on-line, click on VIEW APPLICATION and print of the application. To print the application: right click your mouse on the right side of the page, scroll to print, and click on the print button.



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VIEW APPLICATION

FINANCIAL DATA

- Contact Information
- Line Items
- Line Items Description
- Capital Outlay
- Payment Schedule

SUPPLEMENTAL DATA

- Funding Distribution Form Instructions
 - Funding Distribution Page 1
- Site Sheet Instructions
 - Site Sheet Page 1
- Preschool Program Description Instructions
 - Preschool Page 1 of 3
 - Preschool Page 2 of 3
 - Preschool Page 3 of 3
- Full Day Kindergarten Program Description Instructions
 - Full Day Page 1 of 2
 - Full Day Page 2 of 2
- K-3 Program Description

Click on a word link to the left to fill out/correct that page. When you are finished filling out/correcting a page, click the [Save](#) button at the bottom of each page.

When you are finished filling out/correcting all required pages, click on the [Summary](#) link to see a comprehensive review of all the data you entered. If you receive a grid with messages before the comprehensive review page appears, correct any indicated errors, and then click on [Summary](#) again.

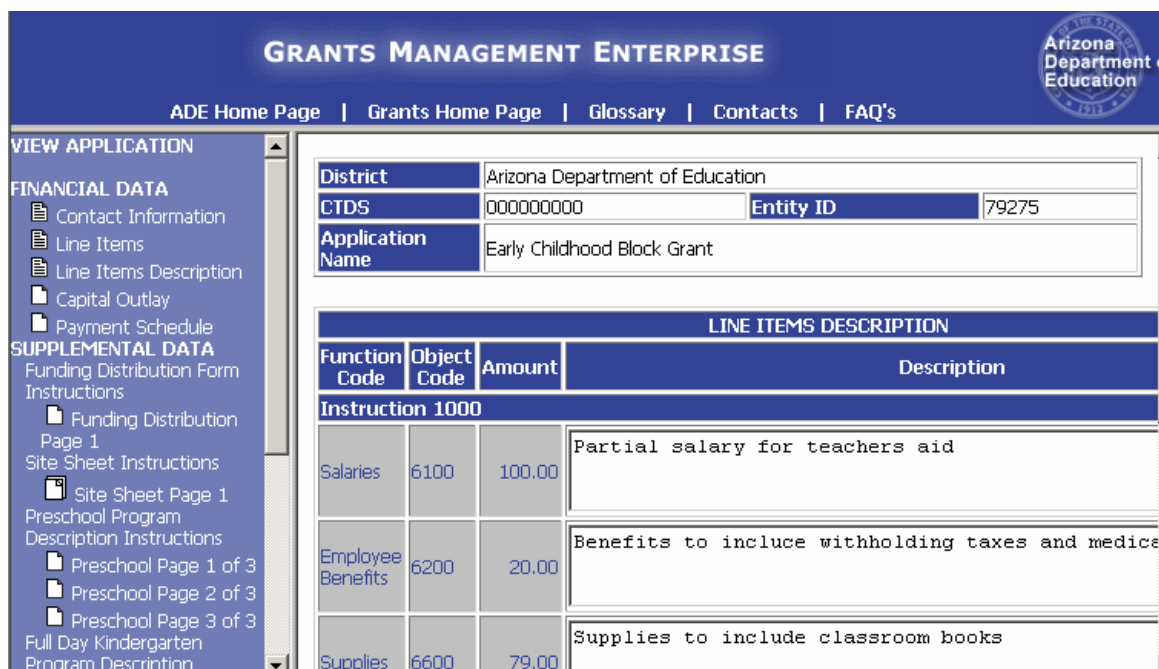
On the comprehensive review page if you find you need to make a change, click on the corresponding link on the left to modify a page. When you are satisfied with all entries, click the [Submit](#) button (if available*) to send the data electronically.

If you wish to return to the process later without submitting, click the [Exit](#) link to go back to the selection page.

You are allowed no more than 60 minutes per page, therefore, save data frequently. If you time out, re-enter the process from the selection page.

The Grants Management office can answer technical and general grant questions. Please also refer to the Grants Glossary and FAQ pages using the links above. For program/grant-specific questions, please contact the appropriate Program Office. Contact information can be found using the Contacts link above.

* Users with limited permissions will not receive the Submit button



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 - Full Day Page 1 of 2
 - Full Day Page 2 of 2
- K-3 Program Description

District: Arizona Department of Education

CTDS: 000000000 Entity ID: 79275


Application Name: Early Childhood Block Grant

| LINE ITEMS DESCRIPTION | | | |
|-------------------------|-------------|--------|---|
| Function Code | Object Code | Amount | Description |
| Instruction 1000 | | | |
| Salaries | 6100 | 100.00 | Partial salary for teachers aid |
| Employee Benefits | 6200 | 20.00 | Benefits to include withholding taxes and medic |
| Supplies | 6600 | 79.00 | Supplies to include classroom books |

On the left side of the page, the small document icon will have lines on it to indicate that you have entered information on that page.

FINANCIAL DATA

CONTACT INFORMATION PAGE:

1. Designation – Click on the Down Arrow button to highlight your designation.
2. Enter the name of the Project Director/Contact.
3. Enter the phone number for the person named in #2. Please remember to enter the correct area code, phone number, and extension if applicable.
4. Enter the fax number. Please remember to enter the correct area code with the fax number.
5. Enter the current contact's e-mail address. ***IMPORTANT:*** *You will be notified by e-mail when your application is approved. The e-mail will include the date and time of approval and the project number that has been assigned to your project. If you cannot be contacted by e-mail, you can determine if your application has been approved by checking the Grants Management System for a project summary. A project summary will be viewable if your application has been approved.*
6. Click on 
7. Review the information you have entered for accuracy. If not accurate, please correct and save again. If correct, proceed to the next page by clicking on the small icon next to the Line Items Page.

GRANTS MANAGEMENT ENTERPRISE

Arizona Department of Education

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 - Full Day Page 2 of 2
- K-3 Program Description Instructions

| | | | |
|------------------|---------------------------------|-----------|-------|
| District | Arizona Department of Education | | |
| CTDS | 000000000 | Entity ID | 79275 |
| Application Name | Early Childhood Block Grant | | |

More than one email address can be placed in the email address box, separated by a space or semicolon only.

| CONTACT INFORMATION | | |
|----------------------------|-------|--|
| Designation | Ms | |
| Project Director / Contact | | |
| Phone Number |) Ext | |
| Fax Number |) | |
| E-mail Address | | |

| PROJECT INFORMATION | | |
|-----------------------------|--------------|--------------|
| Grant Name | Start Date | End Date |
| Early Childhood Block Grant | 07/01 / 0000 | 06/30 / 0000 |


Save

LINE ITEMS PAGE:

- **IMPORTANT** – **There have been a couple changes and clarifications made to the USFR Chart of Accounts.** Please download and refer to the ECBG Specific Chart of Accounts and Expenditure Classifications Matrix when preparing the Budget. Items must be coded per the matrix. If you have any questions about where to code an item, please call before submitting the application.

1. Enter your budget information under the appropriate function codes. When doing so, please observe the following guidelines:

- ✓ Use the **FINAL ALLOCATION AMOUNT** as indicated on the allocation list provided under the ECBG downloads.
- ✓ Support Services – Administration **MAY NOT** exceed **5%** of your total allocation.
- ✓ Capital Outlay items are equipment items with a life expectancy of one year or more regardless of the cost. Please refer to the note on the ***ECBG Specific Chart of Accounts and Expenditure Classifications Matrix***
- ✓ **NOTE:** The USFR and USFRCS state that a district should prepare a detailed listing of all equipment with unit costs of \$1,000 or more and have useful lives of one year or more. It also states that if a district wishes, it may record assets on a general fixed assets listing at a lower threshold amount. There is no lower limit on what constitutes capital/fixed assets.
- ✓ Software, classroom books, and other instructional materials are to be entered under supplies.
- ✓ Library books (other than for classroom libraries) go under Support Services supplies
- ✓ **CHANGE: All travel goes under support services line item 6500.**

2. Click on  Review your budget line items. If correct, proceed to the next page. If not correct, enter the correct information, save again, and proceed to the next page.

GRANTS MANAGEMENT ENTERPRISE

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VIEW APPLICATION

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- Map Sheet Page 1
- Map Sheet Page 2
- Map Sheet Page 3
- Map Sheet Page 4
- Map Sheet Page 5
- Map Sheet Page 6
- Map Sheet Page 7
- Map Sheet Page 8
- Map Sheet Page 9
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- Map Sheet Page 100

APPLICANT DATA

Entity: Arizona Department of Education
 Entity ID: 76275
 Application Name: 2004 - Early Childhood Block Grant

BUDGET LINE 1000

| Function Code | Object Code | Early Childhood Block Grant |
|--|--------------|-----------------------------|
| Instruction 1000 | | |
| Salaries | 6100 | 100.00 |
| Employee Benefits | 6200 | 20.00 |
| Purchased Professional Services | 6300 | 0.00 |
| Purchased Property Services | 6400 | 0.00 |
| Other Purchased Services | 6500 | 0.00 |
| Supplies | 6600 | 79.00 |
| Other Expenses | 6800 | 100.00 |
| Subtotal for Instruction 1000 | | 299.00 |
| Support Services 2100, 2200, 2600 - 2900 | | |
| Salaries | 6100 | 0.00 |
| Employee Benefits | 6200 | 0.00 |
| Purchased Professional Services | 6300 | 0.00 |
| Purchased Property Services | 6400 | 0.00 |
| Other Purchased Services | 6500 | 0.00 |
| Supplies | 6600 | 0.00 |
| Other Expenses | 6800 | 0.00 |
| Subtotal for Support Services 2100, 2200, 2600 - 2900 | | 0.00 |
| Support Services - Admin 2300, 2400, 2500 | | |
| Salaries | 6100 | 0.00 |
| Employee Benefits | 6200 | 0.00 |
| Purchased Professional Services | 6300 | 0.00 |
| Purchased Property Services | 6400 | 0.00 |
| Other Purchased Services | 6500 | 0.00 |
| Supplies | 6600 | 21.00 |
| Other Expenses | 6800 | 0.00 |
| Subtotal for Support Services - Admin 2300, 2400, 2500 | | 21.00 |
| Operation of Non-Instructional Services 3000 | | |
| Salaries | 6100 | 0.00 |
| Employee Benefits | 6200 | 0.00 |
| Purchased Professional Services | 6300 | 0.00 |
| Purchased Property Services | 6400 | 0.00 |
| Other Purchased Services | 6500 | 0.00 |
| Supplies | 6600 | 0.00 |
| Other Expenses | 6800 | 0.00 |
| Subtotal for Operation of Non-Instructional Services 3000 | | 0.00 |
| Project Subtotal | | 320.00 |
| Capital Outlay | | |
| Property | 6700 et. al. | 100.00 |
| Total | | 420.00 |

[Save](#)

LINE ITEMS DESCRIPTION PAGE:

- Enter a **DETAILED DESCRIPTION** of the itemized project costs for all line items appearing on this page. Please comply with the following items to avoid having the application rejected.
 - ✓ On all applicable supply lines, give examples of supplies to be purchased (i.e.: to include reading books, paper, pencils, math or reading software, etc.). It is best to avoid using the words supplies, materials, learning tools, and manipulatives. Please list the names of the manipulatives and tools being purchased.
 - ✓ On all applicable benefit lines list all benefits (i.e.: withholding tax, retirement, medical insurance, etc.)
 - ✓ List all fees associated with DHS licensing and accreditation under Support Services 6800.
 - ✓ If food is being provided with the use of ECBG funds. If food supplies are being purchased for the classroom, enter it on 1000-6600. Be clear with the description (i.e. purchase of food items to provide snacks for preschool children). If you are contracting with the cafeteria or an outside vender to provide meals or snacks, enter on 1000-6800. Be clear with the description (i.e. contracting with the cafeteria or an outside vender to provide meals or snacks).
 - ✓ Include dates on any expenses related to summer activities. Remember that all activity must be completed by June 30.

PLEASE REMEMBER: When you provide specific details on the line items description page, the approval of your grant application is facilitated. The ECBG program staff will reject the application if detail is not provided.

- Save

Save

When satisfied with the information entered on this page, please proceed to the Capital Outlay Page if you have included capital outlay in your budget.

CAPITAL OUTLAY PAGE: (Only if you have included capital outlay in your budget).

- Save

- 2. Review your Capital Outlay entries. If the capital outlay information is not correct, enter the correct information and save the page again.**

PAYMENT SCHEDULE PAGE:

1. To ensure timely payments of your Early Childhood Block Grant funds, please read this section carefully!

☹ **DO NOT** click on Distribute Payment Evenly.

☺ **DO** enter **FOUR EQUAL PAYMENTS** in the months of August, November, January, and April.

Because the state allocates funding in four equal allotments, we require that equal payments be distributed to you on a quarterly basis. This insures that there are sufficient funds for all LEAs. **If** your application is submitted after the initial deadline and any of the four months have passed and are blocked, enter the payments in the next available open month. For example, if an application is submitted in December, and the months August and November are blocked, enter the total of the August and November payments in December, payment three in January, and payment four in April.

2. Click on **Save**

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| Grant Name | Amount Budgeted | |
|-----------------------------|-----------------|---|
| Early Childhood Block Grant | 420.00 | Distribute payment evenly |

Payment schedules for State projects should be scheduled according to program guidelines.
Payment schedules for Federal projects should be scheduled according to first disbursement month [30 day(s) needs] and the remainder in RSP in accordance with Cash Management Policy.

| PAYMENT SCHEDULE | |
|------------------|-----------------------------|
| Month | Early Childhood Block Grant |
| July | 0.00 |
| August | 105.00 |
| September | 0.00 |
| October | 0.00 |
| November | 105.00 |
| December | 0.00 |
| January | 105.00 |
| February | 0.00 |
| March | 0.00 |
| April | 105.00 |
| May | 0.00 |
| June | 0.00 |
| RSP | 0.00 |
| Total | 420.00 |

RSP=Remaining Scheduled Payment

Save

SUPPLEMENTAL DATA

FUNDING DISTRIBUTION PAGE:

The funding distribution form has one page and must be completed.

1. Click on Funding Distribution Form Instructions to view the instructions for completing this form page. After reading:
2. Click on Funding Distribution Page 1.
3. Enter the amount of ECBG funds utilized by each level. **DO NOT USE DOLLAR SIGNS OR COMMAS.**
4. Click on Save
5. Review your Funding Distribution Page 1. If the Funding Distribution Page is NOT Correct, enter the correct information and save the page again.

NOTE: If you have funds distributed for more than one level, you must complete SITE SHEETS and PROGRAM DESCRIPTIONS for those levels. Example: If you have funds distributed for Full Day Kindergarten and for K-3, you must have site sheets and program descriptions for both Full Day Kindergarten and K-3.

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Funding Distribution Page 1

Enter the amount of funds to be utilized for preschool at risk.
Enter the amount of funds to be utilized for full day kindergarten.
Enter the amount of funds to be utilized for K-3 supplemental programs.

FUNDING DISTRIBUTION FORM

| Line Item | Allocated Amount | Preschool At-Risk | Full Day Kindergarten | K-3 |
|--|------------------|-------------------|-----------------------|------|
| Instruction 1000 | | | | |
| Salaries | 6100 100.00 | 100 | | |
| Employee Benefits | 6200 20.00 | 20 | | |
| Supplies | 6600 79.00 | 79 | | |
| Other Expenses | 6800 100.00 | 100 | | |
| Support Services - Admin 2300, 2400, 2500 | | | | |
| Supplies | 6600 21.00 | 21 | | |
| Capital Outlay | | | | |
| Property | 6700 100.00 | 100 | | |
| Total | | 420.00 | 0.00 | 0.00 |

Save Page Reset Page

SITE SHEET PAGE:

The site sheet has one page and must be completed for each site utilizing ECBG funds.

NOTE: A site sheet must be completed for each site utilizing ECBG funds. Some sites may need more than one site sheet (e.g., sites utilizing ECBG funds for more than one level such as preschool and K-3). If you are not utilizing ECBG funds for a level at the site, there should not be a site sheet indicating that level as being served (e.g., a site serving both Full Day Kindergarten and K-3, but ECBG funds are not distributed for Full Day Kindergarten. A site sheet would be completed for K-3, but not for Full Day Kindergarten).

To help identify sites using ECBG funds for multiple levels, you may want to list the site name and level for that site sheet (Example: Whitman Elem. PS, Whitman Elem. FDK, Whitman Elem. K-3).

1. Click on Site Sheet Instructions to view the instructions for completing the site sheet page.
2. Click on Site Sheet Page 1. Clicking on this page will create a new site sheet page. The original site sheet page will always remain unused so you can create as many site sheets as necessary.
 - ✓ All Full Day K and K-3 sites must answer questions 1 through 7.
 - ✓ All Preschool sites must answer questions 1 through 12.
 - ✓ The new DHS license numbers have 5-digits. If your license number still has only 4-digits place a zero as the first digit. (e.g. CDC-1234 becomes CDC-01234)
 - ✓ Dates must be in the mm/dd/yyyy format.
 - ✓ If your preschool site is not fully accredited, the answer to question #10 must be **Not Accredited**.
 - ✓ If a question is not applicable to your program, answer N/A. **All N/A answers throughout the forms must include the slash!**
 - ✓ If the preschool site has not utilized ECBG funds in a prior year, question #13 must also be answered.
3. Click on **Save Page**
4. To review a saved Site Sheet, click on the completed form. If the Site Sheet is not correct, enter the correct information and save the page again.
5. Repeat this process until all site sheets have been completed. As each site sheet is saved, it will be listed on the left side of the screen by site name.

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[Full Day Kindergarten Program Description Instructions](#)

| | | | |
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Site Sheet Page 1

You must complete a form for each site that utilizes ECBG funds. Some sites may need more than one site sheet (e.g., site utilizes ECBG funds for more than one level such as preschool and K-3). All Full Day Kindergarten and K-3 sites must answer questions 1-7 on this form. All Preschool sites must answer questions 1-12 on this form. Enter dates format as mm/dd/yyyy. If the question is not applicable, please enter N/A.

| SITE SHEET | |
|------------|---|
| 1 | <div style="display: flex;"> <div style="width: 40%; padding: 5px;">Site Name</div> <div style="width: 60%; border: 1px solid #ccc; height: 20px;"></div> </div> |
| 2 | <div style="display: flex;"> <div style="width: 40%; padding: 5px;"> Level Served at Site - Mark only the level for which ECBG funds are being used. If the site utilizes ECBG funds for more than one level you must complete a site sheet for each level served at the site. </div> <div style="width: 60%; padding: 5px;"> <input type="radio"/> Preschool <input type="radio"/> Full Day Kindergarten <input type="radio"/> Kindergarten through Third Grade Supplemental </div> </div> |

1

2

4

PROGRAM DESCRIPTION PAGES:

There are three program descriptions, one for each level (Preschool, Full Day Kindergarten, and K-3). Complete all pages of the program description for each level supported with ECBG funds. For example, if funds are distributed and site sheets are prepared for Full Day Kindergarten and K-3, there should be one Full Day Kindergarten and one K-3 program description.

- * The **Preschool** Program Description has three pages.
 - * The **Full Day Kindergarten** Program Description has two pages.
 - * The **K-3** Program Description has three pages.
1. Click on Program Description Instructions to view instructions for completing the program description pages.
 2. Click on the first page of the program description.

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Preschool Page 1 of 3

If ECBG funds are utilized for preschool, you must complete pages 1-3 of this form. Please answer all questions. If the question is not applicable, please enter N/A where indicated on this form.
If you check 'Other' on any question, you must specify in the area provided.


PRESCHOOL PROGRAM DESCRIPTION

| | | |
|---|---|--|
| 1 | Enter the total number of preschool sites that you anticipate will receive fiscal year 2004 ECBG funds. | <input style="width: 90%;" type="text" value="1"/> |
| 2 | How are children identified for the program? (check all that apply) | <input checked="" type="checkbox"/> A letter is sent to all parents in the school/district/charter area who meet the income guidelines and who currently have children in school <input type="checkbox"/> Flyers describing the program are distributed to school offices, local organizations and businesses <input type="checkbox"/> Referrals from community organizations (e.g., Child Care Resource & Referral) or individuals (e.g., counselor) <input type="checkbox"/> Door-to-door neighborhood recruiting <input type="checkbox"/> Other _____ |

3. Answer all questions on the page. If a question is not applicable to your program, answer N/A.

4. Click on **Save Page** Review the Program Description Page. If the Program Description Page is not correct, enter the correct information and save the page again.

5. Continue this process until all pages of the program description have been completed.



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| | | | |
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Preschool Page 2 of 3

If ECBG funds are utilized for preschool, you must complete pages 1-3 of this form. Please answer all questions. If the question is not applicable, please enter N/A where indicated on this form.
If you check 'Other' on any question, you must specify in the area provided.

PRESCHOOL PROGRAM DESCRIPTION (con't)

| | | |
|----|--|--|
| 14 | If wrap-around care is provided, child care is offered in: | <input type="radio"/> AM <input type="radio"/> PM <input checked="" type="radio"/> Both AM and PM <input type="radio"/> N/A |
| 15 | If wrap-around care is provided, how is child care financed? (enter N/A if not applicable) | Tuition |
| 16 | If wrap-around care is provided, how is eligibility for child care | Income |



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| | | | |
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Preschool Page 3 of 3

If ECBG funds are utilized for preschool, you must complete pages 1-3 of this form. Please answer all questions. If the question is not applicable, please enter N/A where indicated on this form.
If you check 'Other' on any question, you must specify in the area provided.

PRESCHOOL PROGRAM DESCRIPTION (con't)

| | | |
|--|--|--|
| 28 | Does the district provide a full day kindergarten program? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Enter the approximate amount or zero for each alternate funding source used, in addition to ECBG, to support any preschool located within the district / charter. If item 39 is not applicable, enter N/A. | | |
| 29 | Private Grants | 5000 |
| 30 | Tuition | 500 |
| 31 | Title I | 0 |
| 32 | Head Start | 0 |
| 33 | Migrant | 0 |
| 34 | IDEA / Special Education | 1000 |
| 35 | Even Start | 0 |

6. Repeat this process for each level funded with ECBG funds.

Pages for all program descriptions are included in the section in this book tabbed “Application Pages”.

LEA CONTACT PAGE:

The contact form has **one page** and must be completed.

To insure that important information is directed to the appropriate person for different project phases, the ECBG program needs all information requested on this page. Please fill in all the blanks with the correct information. **DO NOT ENTER THE WORD ‘SAME’ FOR DUPLICATED INFORMATION.** This information is entered directly into the ECBG data base and is used to generate labels and e-mail list serves to send out information to the various contacts.

1. Click on ECBG Contact Information Instructions to view the instructions for completing the contact page.
2. Click on LEA Contact Page.

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EXIT APPLICATION

| | | | |
|-------------------------|---------------------------------|------------------|-------|
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Contact Page 1

To insure important information is directed to the correct person for the different project phases, please complete the contact information requested below. If the information is the same for all requested contact information, enter the same information in all three areas.

| SUPERINTENDENT / DIRECTOR CONTACT INFORMATION | |
|---|--|
| 1 | Name of school district or charter school (legal entity name per charter contract) |
| 2 | C-T-D # |
| 3 | Superintendent's Name or Charter School Director's Name |
| 4 | Mailing Address |
| 5 | City |
| 6 | State |
| 7 | Zip Code |
| 8 | Phone Number (please include the area code and extension number if applicable) |
| 9 | Fax Number (please include the area code) |
| 10 | e-mail address |
| PROGRAM CONTACT INFORMATION | |
| 11 | Name of ECBG Program Contact |
| 12 | Title |
| 13 | Mailing Address |
| 14 | City |
| 15 | State |
| 16 | Zip Code |
| 17 | Phone Number (please include the area code and extension number if applicable) |
| 18 | Fax Number (please include the area code) |
| 19 | e-mail address |
| FINANCIAL CONTACT INFORMATION | |
| 20 | Financial Contact Name |
| 21 | Title |
| 22 | Mailing Address |
| 23 | City |
| 24 | State |
| 25 | Zip Code |
| 26 | Phone Number (please include the area code and extension number if applicable) |
| 27 | Fax Number (please include the area code) |
| 28 | e-mail address |

4
→
Save Page
Reset Page

3. Fill in all the requested information.

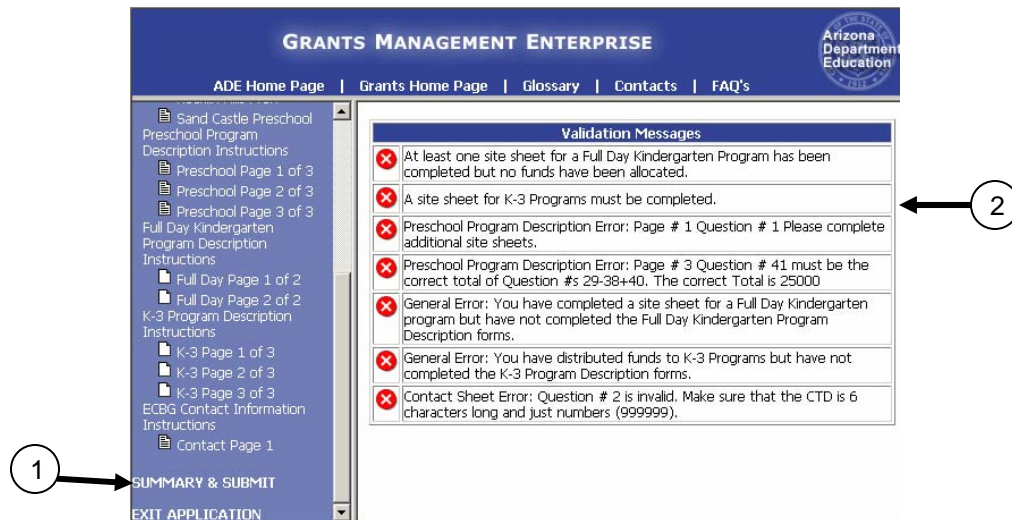
4. Click on

Save Page

SUMMARY AND SUBMIT:

When all required forms have been completed:

1. Click on **SUMMARY & SUBMIT**. The application program will check for validation.
2. A list of errors will appear if any are detected. All errors detected must be corrected before the application can be successfully submitted.
3. Correct all errors and click on **SUMMARY & SUBMIT**.

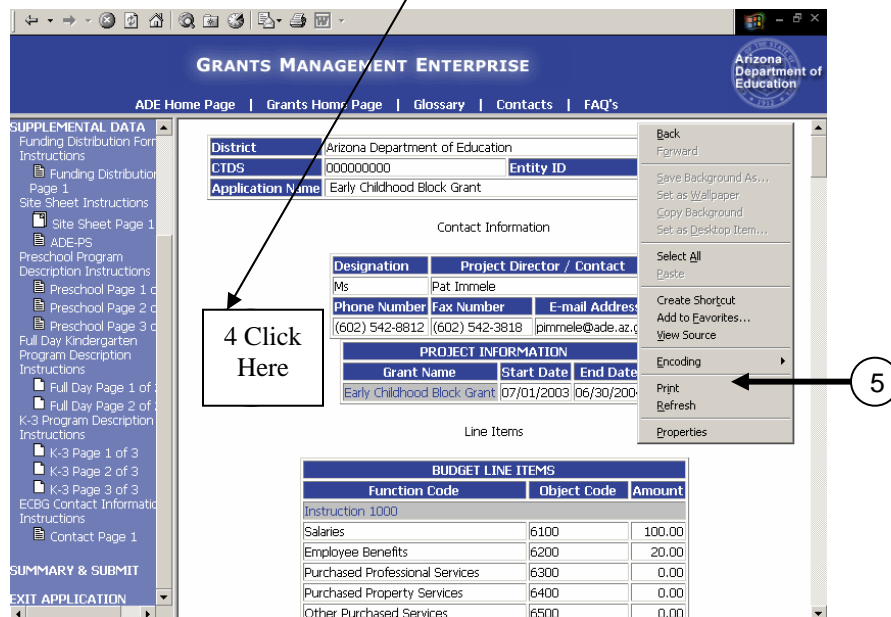


4. **Print the Summary by:** right clicking your mouse here.

5. Scroll to Print

6. Click on

Print



6. Scroll to the bottom of the Summary

Submit Application

7. Click on

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PROGRAM CONTACT INFORMATION

| | | |
|----|--|------------------------------|
| 11 | Name of ECBG Program Contact | Jane Smith |
| 12 | Title | Education Program Specialist |
| 13 | Mailing Address | 2005 N. Central Ave. |
| 14 | City | Phoenix |
| 15 | State | AZ |
| 16 | Zip Code | 85004 |
| 17 | Phone Number (please include the area code and extension number if applicable) | (555) 555-5555 |
| 18 | Fax Number (please include the area code) | (555) 555-5556 |
| 19 | e-mail address | jsmith@ade.az.gov |

FINANCIAL CONTACT INFORMATION

| | | |
|----|--|------------------------------|
| 20 | Financial Contact Name | Pat Immele |
| 21 | Title | Financial Program Specialist |
| 22 | Mailing Address | 1535 W. Jefferson St. |
| 23 | City | Phoenix |
| 24 | State | AZ |
| 25 | Zip Code | 85007 |
| 26 | Phone Number (please include the area code and extension number if applicable) | (602) 542-8812 |
| 27 | Fax Number (please include the area code) | (602) 542-5555 |
| 28 | e-mail address | pimmele@ade.az.gov |

SUMMARY & SUBMIT

EXIT APPLICATION

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8. Print the Application Receipt per printing instructions above (#s 4-6).

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APPLICATION RECEIPT

Instructions

- Please print this page for your records.
- To go back to the list of application click 'Go to Application List'

| | | | |
|------------------|---------------------------------|-----------|-------|
| District | Arizona Department of Education | | |
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| Application Name | Early Childhood Block Grant | | |

Submitted By : trainer2

Submittal Date :

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9. Click on the **Go To Application List** button.